### Materials Management Training Schedule

**Fall 2020**

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Date</th>
<th>Pre-req</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR217</td>
<td>Creating and Managing Purchase Orders</td>
<td>Aug. 18-21 (a.m.)</td>
<td>PR101V</td>
</tr>
<tr>
<td>PR260</td>
<td>Strategic Purchasing and Contract Management</td>
<td>Sept. 21-24 (p.m.)</td>
<td>PR101V</td>
</tr>
<tr>
<td>REP210</td>
<td>Reporting with BEx for FI/MM Users</td>
<td>Sept. 10 (p.m.)</td>
<td>SCEIS validation</td>
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<td>FI/MM</td>
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#### Registration Instructions

1. Log in to SCEIS Central (https://sceiscentrallogin.sc.gov/)
2. Click the My Talent tile.
3. Click the MySCLearning tile (first-time users create a PIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Go."

#### Online Courses 24/7 Access

- COR120U: ECC Navigation
- BEX100V: Reporting with BEx
- BOBJ100V: Intro to Reporting with BOBJ
- MML100V: Processes for Agency Material Master Liaisons
- PR101V: Foundations of Procurement
- SRM200U: SCEIS Requisitioning, Purchasing, and Receiving Goods and Services
- SCEIS100V: SCEIS Central Resources
- SCEISM100V: SCEIS Central for Managers

#### Instructor-led Courses

1. Below the course title, click “See Offerings.”
2. Select class date and click “Register Now.”* 
3. At the Scheduled Offering box, click “Confirm.”
4. Receive email confirmation with details and instructions.

*You must “Register Now” to reserve a seat. “Assign to Me” does not register you.

For additional assistance contact the [SCEIS Help Desk](http://www.sceis.sc.gov).